



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7608

POSITION TITLE: DEPUTY DISTRICT EXECUTIVE

JG: 32

LOCATION: 7TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$137,325

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Master's degree in Public or Business Administration from an accredited college or university and four (4) years of managerial experience in administrative areas such as human resources and budget management; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under the direction of the District Executive, Deputy District Executives are assigned to District Administrative Judge's Offices outside of NYC. They serve in a confidential capacity and provide managerial analysis of complex problems, oversight of office operations, and assist with the development and implementation of district policies and procedures. The Deputy District Executive assists the District Executive with managing administrative duties, overseeing and preparing reports, managing budget preparation, and oversee performance management for district employees. The Deputy District Executive is responsible for acting in the absence of the District Executive and performs other related duties.

ASSIGNMENT: Under supervision of the District Executive of the 7th Judicial District, duties include but are not limited to: performing managerial analysis of complex court operations and preparing reports and recommendations; assisting local court administrators and providing expertise and problem analysis regarding administrative issues; acting as a representative of the Administrative Judge and the District Executive in conferences with court administrators and the Office of Court Administration; assisting with the development of office objectives, plans, and programs; supervising human resources, fiscal, technical and court support staff; meeting with managers and other personnel of functional units in order to assist in establishing goals and objectives, and reviewing progress in meeting such objectives; screening, hiring, and training professional and clerical staff, and supervising and evaluating their work; developing new systems and programs to improve operations; monitoring the impact of policies and programs and making recommendations for changes or improvements; managing special projects, analyzing data, preparing conclusions and recommendations and preparing reports; reviewing and analyzing statistical reports for compliance with standards and goals, researching problems, and proposing solutions; researching administrative problems, analyzing data, preparing reports and recommendations for the Administrative Judge and District Executive and consulting with judges and court administrators regarding court policy, administrative structure, uniform procedures, and new initiatives.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf), a resume, and cover letter by email to 7JDApplications@nycourts.gov or by mail to:

AMY MONACHINO
DISTRICT EXECUTIVE
SEVENTH JUDICIAL DISTRICT
HALL OF JUSTICE
ROCHESTER, NY 14614-2184

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

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